

IMMEDIATE ATTENTION

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**

**HILL AFB PRODUCT ANNOUNCEMENT 1
5 JANUARY 2004**



PART I—PUBLICATIONS

SECTION A—Publications Released

The following new or revised electronic Hill AFB publications have been processed and released by the Publishing Management Office (75 CS/SCSP). The publications are available for viewing from the Hill AFB Electronic Publications Library.

Publications Distributed (Electronic)

AFI 35-101/Hill AFB Supplement 1, Public Affairs Policies and Procedures, 16 Dec 03, supersedes AFI 35-201/Hill AFB Supplement 1, 16 Jan 97. OPR: OO-ALC/PA. Distr: F. **(Revised)**

Publications Distributed (Paper)

None.

SECTION B—Rescinded Publications

AFI 48-131/Hill AFB Supplement 1, 6 Aug 98. Rescinded. AFI 48-131, no longer in the AF ePublishing inventory.

Hill AFB Instruction 65-201, 11 Mar 99. Rescinded, no longer needed.

SECTION C—Publications Not Yet Published

Announcements in this Section are for planning purposes only. These publications are not yet available.

None.

SECTION D—General Information

None.

PART II—FORMS

SECTION A—New/Revised Purpose Statement

Physical (Paper) Forms. The following new/revised physical forms are available from the form's office of primary responsibility (OPR) as indicated.

None.

Electronic Forms. The following FormFlow new/revised electronic forms are approved for use. They are Y2K compliant. All prior editions/versions will be disposed of upon release of these forms unless otherwise noted.

OO-ALC 264-1, 20040101, EF, 2004 Projected Leave Schedule, EF, FC3630, prescribing directive pending Union bargaining of AFI 36-815. This form may be used by civil service employees to submit projected annual leave for 2004 to their supervisor as required by the Master Labor Agreement. Replaces OO-ALC 264-1, 20030101, which will be salvaged. OO-ALC/DPCE.

OO-ALC 264-2, 20040101, EF, 2004 Individual Leave Record, EF, FC3630, prescribing directive pending Union bargaining of AFI 36-815. This form may be used by civil service employees to maintain a leave record of their family sick leave on in accordance with the Family Friendly Leave Act requirements. Replaces OO-ALC 264-2, 20030101, which will be salvaged. OO-ALC/DPCE.

SECTION B—Electronic Forms Released

The following forms new, converted to electronic or new versions of existing forms are available for use or download from the Hill AFB eForms/IMTs Library (<http://www.hill.af.mil/scsweb/pdl/ooforms1.htm>) website.

OO-ALC 264-1, 20040101, IMT Version 1.

OO-ALC 264-2, 20040101, IMT Version 1.

SECTION C—Obsolete/Transferred

Obsolete. Organizations and customers salvage or use all the sock of the following forms as indicated.

OO-ALC 264-1, 20030101, Salvage. Replaced by OO-ALC 264-1, 20040101.
OO-ALC 264-2, 20030101, Salvage. Replaced by OO-ALC 264-2, 20040101.

Transferred. The following electronic forms are now available on other websites. They have been removed from the Hill AFB eForms/IMTs Library website.

None.

SECTION D—General Information

None.

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